HRMS Organizational Management
Reports

The purpose is for the Organizational Management Processor to create Organizational Management related reports within HRMS. This Job Aid lists the Organizational Management reports most often used, describes the purpose of each one, and provides a report Transaction Code.

Transaction Code Map Example:

IMPORTANT–PLEASE READ!!

If you are unfamiliar with how to run reports within HRMS, review the
HRMS Basics eLearning Course online.

Report Types	
Report Name	**Purpose/Transaction Code**
Organizational Structure Report	Use this report to view the hierarchy that exists between Organizational Units. *Transaction Code: S_AHR_61016493*
Organizational Structure with Positions	Use the Organizational Structure with Positions report to view how positions relate to Organizational Units. *Transaction Code: S_AHR_61016494*
Report Structure with Persons	Use the Report Structure with Persons report to view the hierarchy that exists between positions and includes the employees that are assigned to the positions. *Transaction Code: S_AHR_61016513*

Complete Position Description	Use the Complete Position Description report to view a summary of selected infotype records that are created for a position. Run this report when analysis on position description is needed. Information will contain general description, in-training, and shift designation. *Transaction Code: S_AHR_61015611*
Display Structure	Use the Display Structure report to display the organizational plan based on the Object type and evaluation path entered. *Transaction Code: PPSS*
Structure Display/Maintenance	Use the Structure Display/Maintenance report to display the organizational plan based on the Object type and evaluation path entered. *Transaction Code: S_AHR_61016528*
Pay Grade Structure for Jobs	Use the Pay Grade Structure for Jobs report to display the pay grade type, area, grade, and level associated with a Job. *Transaction Code: S_AHR_61018797*
Organizational Management Transaction Reports	Use the Organizational Management Transaction report to run audits in Organizational Management. *Transaction Code: AHR_RPTOMN01*
Organizational Structure with Persons	Use the Organizational Structure with Persons report to view employees in Organizational Units. *Transaction Code: A_AHR_61016495*
Existing Jobs	Use the Existing Jobs report to generate an overview of all existing Jobs. *Transaction Code: S_AHR_61016497*
Existing Positions	Use the Existing Positions report to generate an overview of all existing Positions. *Transaction Code: S_AHR_61016502*
Position Cost Distribution Report	Use this report to view the cost distribution for each position within your agency. *Transaction Code: ZHR_RPTFI1018*
WMS Employee Report	Use to identify WMS and EMS employees in the agency as well as their salary, status, and review notification. *Transaction Code: ZHR_RPTPA802*